



The City of Belmont is requesting proposals from qualified licensed Contractors to provide on-call emergency services for six (6) City owned traffic signals located throughout the City.

Project Description

The City of Belmont would like to enter into a two (2) year agreement with a properly licensed contractor to provide on-call emergency services for six (6) City owned traffic signalized intersections located throughout the City.

The City may choose to extend the contract one (1) additional year.

Scope of Services

The contractor shall furnish all labor, tools, shop facilities, and equipment to perform on-call emergency services for six (6) traffic signalized intersections within the City of Belmont as shown in attachment 1. Accidents, vandalism, acts of God, pavement failure and any conflict or malfunction of any component of a signalized intersection which compromises the safe and orderly flow of traffic shall be considered an emergency requiring immediate response and resolution.

Non-emergency preventive maintenance and signal modifications/upgrade work shall be considered as extra work and quoted separately on a per project basis. Contractor shall provide the City with a list of items recommended for corrective action. Repair work will be performed by the City or by the contractor at the City's discretion. All replacement parts must be equal or equivalent to existing equipment. All non-emergency repair work including parts and installation must be approved in writing by the City prior to proceeding.

Approved work will be paid for based on a submitted quote that has been approved by the City.

Contractor shall provide response and service on a 24-hour per day, 7-day per week basis. Immediate action shall be taken to safeguard the public any time a signal installation becomes partly or totally inoperative from any cause whatsoever. The maximum response times shall be as follows:

- Emergency and Accident Maintenance – One (1) Hour
- Replacement of Burned Out Signal faces
 - * Red Faces on Mast Arms – Two (2) Hours
 - * Red Faces on Poles – Twelve (12) Hours
 - * Green and Yellow Faces – Twelve (12) Hours
- All Other Signal Maintenance – Twenty-Four (24) Hours

Request for Proposal-Traffic Signal On-Call Emergency Services
April 2015

The City may extend the maximum response time for maintenance on a case-by-case basis if the signal remains operational in a satisfactory manner and the condition poses no immediate hazard to the public.

Final repairs and maintenance shall be completed as soon as possible and in all cases no less than twenty-one (21) calendar days, unless extended in writing by the City Engineer.

Monthly Activity Report

The Contractor shall provide a computerized database capable of storing all service calls and inspection and maintenance activities performed under the contract. A monthly report generated from the database shall be sent to the City with the monthly invoice. The report must identify each activity by the date and time, location, nature of the problem, work done, and whether the activity is related to an accident, vandalism or specifically authorized work. No payment will be made without submittal of the report.

Reporting Requirements

In addition to a monthly report which accompanies each invoice, an Emergency Response Report shall be delivered via email no later than 10:00 A.M. of the first business day following any and all emergency requests for service. This report will include:

1. The time the call came in.
2. The time the technician arrived on site.
3. The time that the problem was resolved.
4. A detailed description of the conditions found when the technician arrived.
5. A detailed description of the work performed to correct the malfunction.
6. In the event that a temporary solution is employed to restore the safe and orderly flow of traffic, the report shall describe the work needed to restore the signalized intersection to full functionality.

Safety

The contractor shall plan and conduct the work in a manner that will safeguard all persons from injury in accordance with CAL OSHA regulations and shall take precautions required by all other applicable governmental regulations. In the event unsafe work is observed by City staff or otherwise reported, the Public Works Director or his designee may at his discretion order contractor to stop performing work and pay all costs and or damages resulting from the delay.

Qualifications

Contractor must possess valid licenses, certifications and insurance required by the State of California to perform this type of work during the entire duration of this contract period.

Contractor must submit with their proposal a statement of qualifications that outline why they are qualified to perform the work described in the scope of services section.

Contractor must have on-staff, certified personal who will respond with the following qualifications:

1. Level Three technician with certification by the International Municipal Signal Association (IMSA) with at least three (3) years' experience in traffic signal repairs;
2. Level Two technician with certification by the International Municipal Signal Associations (IMSA) with at least three (3) years' experience in traffic signal repairs.

The submitted proposal shall identify by name all certified personnel who will be available and would be assigned to provide traffic signal maintenance services to the City.

Traffic Control

Traffic control shall be set up at all work sites per Caltrans Standard Specifications and Standard Plans as outlined in the Work Area Traffic Control Handbook

Business License

All contractors doing work in the City of Belmont shall be required to obtain a business license.

Maintenance Records

Contractor shall maintain a maintenance log to be kept in each controller cabinet using a form supplied by the City. Contractor shall maintain records as described herein.

Whenever the controller cabinet is opened, the maintenance log must be filled out.

A printout of the signal control database shall be kept in each controller cabinet. Timing changes shall be indicated on the printout. Only the City Engineer shall authorize timing changes except that the Contractor may make changes required on a temporary basis due to maintenance operations or to maintain a satisfactory signal operation when there is a detection failure.

Failure to Respond

In the event the Contractor does not respond or the signal technician will not be at the intersection within the designated response time, the signal technician shall notify the City. Dependent upon the severity of the incident, the City may choose to respond with its own forces or utilize the services of another Contractor.

If the City uses forces other than the Contractor's because the Contractor could not meet the designated response time, the Contractor shall be back charged the costs incurred by the City plus a 25% penalty. The money will be deducted from any money owed the Contractor. The Contractor may also be liable for any incidents resulting in his not responding to the maintenance call.

Proposal Requirements

The proposal should focus on how you meet these requirements and the experience of the company/individual members of your team who will be responding to calls. Three (3) copies of the proposal should be submitted which shall include the follow:

1. Product/System

Your proposal should include a sample monthly report from a database that is capable of storing all service calls and inspection/Maintenance activities performed. Also include a sample Emergency Response Report which follows an emergency request for services.

2. Approach/Workplan

Your proposal should include a workplan for performing the work described in the scope of services. Please make note of those issues you think are critical in all phases to the success of this project and your approach to resolving these issues.

3. Experience

Your proposal should describe your company's experience performing this type of work for other agencies. The description should explain how this is applicable to Belmont's needs.

Also describe the experience of the employees who will be assigned to perform the work in the City of Belmont.

Provide references for the three other municipalities whom you perform these services for, with current verified telephone numbers, so that we may contact them and ask about your services.

Request for Proposal-Traffic Signal On-Call Emergency Services
April 2015

4. Cost

Your proposal should include all costs associated with service calls.
Assumptions made should be clearly noted.

Contract Selection

A selection committee, established by the City, will review the proposals received by the deadline below, develop a short list of qualified contractors, and develop a final ranking of the most qualified proposals. Depending upon the relative quality of the proposals, the City may invite short listed vendors to the interview with City staff. Selection will be made based on best value, references and experience.

A kick-off meeting with City staff to review scope of work will be held at the Public Works Department **Tuesday May 12, 2015 at 2:00 p.m.** A site visit to all six (6) traffic signal locations will directly follow the kick-off meeting.

Proposals shall be submitted on or before **4:00 p.m. Tuesday May 19, 2015**

Attached is the Service agreement and location map for the six (6) City owned traffic signalized intersections located throughout the City.

If there are any questions regarding this request for proposal, please contact Rick Locke at (650) 222-6401

Rick Locke
Public Works Department
City of Belmont
One Twin Pines Lane, Suite 385
Belmont, CA 94002